



Goal & Objective	Responsible Entity	Proposed Activities Supporting Goal	Timeline for Completion
Finalize Proposal	Commission staff	Review with Gender in the Workplace and Employment Sub-committee; Discuss with legal counsel; edit based on her recommendations; review final edits with sub-committee	April 1 st 2016
Present Proposal to CCSWG Executive Committee for discussion	Commission staff	Prepare copies of taskforce proposal and budget; include in meeting binders; post to website; make copies to be available for the public at meeting	April 11, 2016
Equal Pay Day op-ed/soft launch of taskforce	Commissioners Su and Damrell; Commission staff	Prepare draft; review with sub-committee; make necessary edits; submit to online media	April 12, 2016
Identify Potential Members of the Taskforce	Gender in the Workplace and Employment Sub-committee; Commission staff	Weekly telephonic conferences to discuss taskforce seats and name individuals to fill the criteria of each seat; prepare seek out and consider nominations from organizations, agencies, and groups with subject-matter expertise and/or experience in workplace policy and compensation; reach out to individuals with phone calls and emails	April 15, 2016
Send Written Correspondence with an Invitation and Instructions to Apply to Potential Taskforce Members	Commission staff	Establish firm meeting dates for the months of June, August, and October; Create an application; Compose an informational Invitation for individuals to apply to taskforce, which includes the application and request for statement/CV from applicant, and a commitment to attend on the established dates; Publish in the Capitol Morning Report, the Daybook Editor and provide to partners to include in newsletters and e-alerts issued; Create a vetting process	April 22, 2016



Propose Taskforce Members	Commission Staff; Commission Chair; Gender in the Workplace and Employment Sub-committee	Commission Staff to prepare backgrounds and bios of every proposed candidate and include in meeting binders; Provide to Commission Chair to approve each nominee; Sub-committee members to discuss the candidates and the overall composition of the taskforce as an action item at the business meeting	May 9, 2016
Approve Taskforce Members	Full commission	Review bios of selected candidates provided in the meeting binders; discuss taskforce membership and candidate qualifications at the business meeting; Chair to approve each nominee.	May 9, 2016
Announce the creation of the taskforce	Commission staff; Commissioner's Damrell & Su	Prepare and disseminate a press release; make the formal announcement at the full Commission meeting	May 9, 2016
Convene first meeting of the taskforce	Gender in the Workplace and Employment Sub-committee; Commission staff	Identify a small working group for the purpose of creating an agenda for a meeting with various different constituents; elect a Chair; create a working calendar	June 15, 2016
Plan a meeting with constituents	Commission staff	Secure date; select and secure meeting location; draft correspondence; provide document to the public about meeting time, location, and purpose	June 30, 2015
Hold a constituent meeting to identify different items for the taskforce to discuss and roundtable on	Taskforce; Commission staff		July 25, 2016
Prepare Report to Commission	Commission staff	Update Commission on taskforce progress	Aug. 8, 2016
Convene second meeting of the taskforce	Taskforce; Commission staff	Identify issue-areas based on the constituent meeting and input; create two-person subcommittees	Aug. 31, 2016



Prepare Media Advisory on the work of the taskforce	Commission staff		Sep. 30, 2016
Prepare Report to Commission	Commission staff	Update Commission on taskforce progress	Oct. 10, 2016
Convene third meeting of the taskforce	Taskforce; Commission staff		Oct. 31, 2016
Begin to prepare preliminary Interim Report	Taskforce; Commission staff		Dec.1, 2016
Prepare document on taskforce work	Taskforce; Commission staff		Dec. 15, 2016
Prepare and Issue Media Advisory and taskforce update	Commission staff	Draft advisory marking one year anniversary of SB 358 implementation day which references the document updating on the taskforce work	Jan. 1, 2016
Finalize and Disseminate Interim Report	Taskforce; Commission staff		April, 2016